

GUIDELINES  
FOR  
INMATE DETAIL  
COORDINATORS

## GENERAL

The Federal Prison Camp (FPC Pensacola), located on Saufley Field, is an all male minimum security facility. The facility confines federal adult offenders primarily from the Southeastern United States. The primary mission of the camp is to provide an auxiliary work force for the Navy. Under contractual agreement with the Navy, inmates report daily to work in a variety of jobs, primarily maintenance of roads and grounds. FPC Pensacola carefully screens the inmates housed here to insure that we do not house sexual offenders, or inmates with extensive violence in their backgrounds. Career criminals are not acceptable; nor are those with records of Anti-American activities as we are located on a military base. United States Code 4125 states inmates may be used "for constructing or repairing roads, clearing, maintaining, and reforesting public lands, building levees and constructing or repairing any other public ways or works financed wholly or in part by funds appropriated by Congress."

Inmates must comply with the rules and regulations set forth by the Federal Bureau of Prisons. If an inmate demonstrates he is unable to comply with the rules of the facility, he may be subject to transfer to a higher security level facility which will provide him with an increased level of supervision.

The purpose of this booklet is to clarify and outline the rules and regulations governing Federal Prison Camp inmate work details. This booklet will also clarify the duties and obligations of coordinators assigned to these various details.

When supervising inmates a good rule of thumb is to be firm, fair and consistent. Do not be afraid to say "no" to any unreasonable inmate request.

We expect all inmates assigned to a base detail to complete assignments in a timely and proficient manner. It is the responsibility of the detail coordinator to instruct the inmate as to the task being performed and provide the inmate with the equipment, tools, and instruction to complete the task. Do not delegate this responsibility to others. Do not allow inmates to give instructions to other inmates. Also, inmates should be addressed by their last names, not by their first names. This is to avoid any appearance of excessive familiarity between the coordinator and the inmate.

**Inmates may not be observed by any person who has not received detail coordinator training.**

The inmates assigned to your detail are to be treated humanely. Profanity, loss of temper and physical threats or actions when supervising inmates is not appropriate. If a situation arises where you believe an inmate has violated any Navy or Bureau of Prisons regulation, contact the Prison Camp immediately and speak with the Base Detail Coordinator. Do not attempt to discipline inmates. In all cases, we require written description of the incident specifically detailing the infraction before disciplinary action can be initiated. (See the attached listing of prohibited actions. The list is not all inclusive and questions regarding inmate behavior should be presented to the Base Detail Coordinator). Memorandums regarding inappropriate actions should be addressed to the Base Detail Coordinator. Inmates will not necessarily be removed from a detail for receiving an incident report or disciplinary action. The severity of the incident will determine removal.

For pay purposes, all base detail inmates will be paid a fixed rate of \$1.00 for each day worked. The Base Detail Coordinator will prepare the monthly payroll for base work details. Base detail inmates will receive a work performance rating on a quarterly basis only. The base detail coordinator will establish a performance sheet on each inmate the first working day the inmate is assigned to that work detail in order for the inmate to get evaluated from the day he was assigned to the work detail. The base detail coordinators will submit these reports to the Base Detail Coordinator by the 20th day of the last month of the quarter (March, June, September, December). The work detail coordinator will sign the reports and discuss the inmates performance obtain the inmate's signature prior to submitting them to the Base Detail Coordinator.

### DETAIL POUCH

In order to properly account for your detail, you must be thoroughly familiar with the individuals assigned to you. YOU WILL BE FURNISHED A DETAIL POUCH CONTADMG A PICTURE CARD OF EVERY U14MATE ASSIGNED TO YOUR DETAIL. This pouch will also contain an alphabetical listing of the inmates assigned to you. You will retain the detail pouch while the inmates are present on the work site. The detail pouch is an important accountability tool. Do not keep the pouch at the work site during noon meals or neglect to return it in the evening. Each detail card will list the inmate's name, register number, name of the detail, the inmate's custody classification, and quarters assignment. Study these detail cards so you are able to positively identify each inmate on your detail at any time. If a noted change in appearance occurs, i.e., facial hair added or removed, weight loss or gain etc., ask the Base Detail Coordinator for a new picture.

**NOTE: YOU SHOULD KNOW THE WHEREABOUTS OF EVERY INMATE ON YOUR DETAIL AT ALL TIMES. A VISUAL CHECK OF EACH INMATE UNDER YOUR OBSERVATION MUST BE MADE AT LEAST ONCE EVERY HOUR.**

### DAILY CALL-OUT/CHANGE SHEET

A copy of the "daily call-out sheet" and "daily change sheet," which indicates all daily inmate appointments and changes in work assignments, will be included with each detail pouch. The "daily call-out sheet" is of particular importance. This form should be scanned daily for it is our way of notifying both inmates and coordinators if an inmate is to report to a specific place for a specific reason. If an inmate on your detail is instructed to report for a call-out, this takes precedence over his work assignment and he is to report as instructed. If for any reason an inmate on your detail is involved in an activity which prevents absence from his work detail, the Base Detail Coordinator must be notified of the circumstances.

### INMATE ACCOUNTABILITY

Since the work hours of the base affect the operations of the camp, such as meal schedules, sick call, etc., it is essential that work crews depart from the camp at the predesignated times. As soon as your inmate work force is assembled, conduct a roll call using the detail pouch as a guide. Note any changes to inmate work assignments and any possible call-outs affecting your particular detail.

Inmates assigned to your detail cannot be loaned to other details. Quotas for inmate manpower have

been established for each detail. If there is a need to have additional inmates assigned to a particular detail, a request must be directed in writing to the Pensacola Regional Federal Inmate Work Detail Coordinator at the NASP Facilities Management Department. This request will be forwarded to the Base Detail Coordinator at the prison camp after PRFIWDC approval.

In the event of an incident, i.e., a missing inmate, fight, assault or altercation between inmates, or trouble between you and the inmate, notify the Camp Control Center **immediately** at telephone number 457-1911 and Base Security.

## REQUESTING NEW DETAILS AND IOR DETAIL CHANGES

All requests for new details should be sent to the Navy contact person assigned to each individual base, who will forward the request to the Federal Inmate Work Detail Coordinator at **the NASP** Facilities Management Department. Upon approval of the request, the approved Inmate Detail Profile sheet will be forwarded to the Base Detail Coordinator at the camp. Any request for removal of inmates from a detail must also be addressed to the FIWDC. The request must be in writing and include specific reasons for the removal of the inmate, i.e., quota (manpower) reduction, medical restrictions, disciplinary problems. If you request an inmate be removed for disciplinary problems you must specifically state the unwanted behavior, i.e., refusing to work, sleeping on the job, unauthorized contact with the public, etc. (See attached list of prohibited acts). If it is determined that minor disciplinary action will correct the problem, the inmate will remain on the detail until it is apparent the current disciplinary action is not having a positive affect on the inmate's behavior. Under normal circumstances inmates will be required to stay on a detail for one year. Inmates who have been on a detail for more than one year will be subject to a detail change.

## TRANSPORTATION

NOTE: UNDER NO CIRCUMSTANCES ARE INMATES TO BE TRANSPORTED IN PRIVATELY OWNED VEHICLES.

Bus transportation from the Camp to all detail assignments is provided by the Base Motor Pool. These buses run on strict schedules. It is important that the inmates be prompt and at their designated stops. Inmates using bus transportation must do so consistently. Buses should return to the Camp no later than 3:30PM. Detail Coordinators who wish to utilize alternate forms of government transportation must submit a written request. Your justification for alternate vehicle use will be submitted to the Warden for his/her consideration and/or approval.

## INCLEMENT WEATHER - OUTSIDE DETAILS

Inmates assigned to outside details may be returned to the Camp earlier than scheduled in the event of inclement weather which creates a safety hazard. All efforts should first be made to place the inmates inside, working on maintenance tasks, rather than return them to the Camp.

If that decision is made by the work coordinator, the Base Detail Coordinator and Control Center at the Camp must be notified prior to the return of the inmates. Prior notification is imperative so Camp staff can assume responsibility for the inmates upon their return. If details are to be held in

due to a change in normal operating procedures (administrative leave, special events, etc.) the camp must be notified via memorandum to the Base Detail Coordinator at least one week in advance.

### SPECIAL DETAILS

If special details are needed to perform duties outside of the regular work day/week, or if additional manpower is needed to temporarily augment any detail, a written request must be submitted within a week in advance. The written request will be submitted to the Pensacola Regional Federal Inmate Work Detail Coordinator at the NASP Facilities Management Department. The request will specify the following: number of inmates requested; type of work to be performed; date(s); time(s); coordinator's name; number for phone contact; building number or area where work is to be performed. Each of these areas should be fully addressed in the request for each detail. Transportation to and from the Camp for special details is the responsibility of the individual requesting the inmate support.

### MEDICAL EMERGENCIES

If an inmate is severely injured, take immediate steps to have him transported to the closest emergency facility for treatment. After you have taken this step, contact the camp at 457-1911. Notify the Control Room Officer of the emergency and ask to speak with Health Services. Give the Health Services Staff as much information as possible. If an accident results in minor injury, contact the Camp Control Room, Base Detail Coordinator, and Health Services staff for further instructions.

All accidents involving inmates must be reported even if it is not visibly apparent an injury has occurred. Be sure to advise the Base Detail Coordinator-of the whereabouts of the injured inmate.

### SAFETY

It is the responsibility of each coordinator to teach and enforce good safety habits on their detail. Initial orientation training is required to be performed on the first day an inmate is assigned to the detail. This training must be documented and kept on file at all times. It is also the responsibility of the detail coordinator to make certain the inmate works in a safe environment by furnishing all the required safety and personal protective equipment and maintaining that equipment in good operating order. Steel toed safety shoes are mandatory on all work assignments. And provided by the prison camp. Additional personal protective equipment may also be necessary and must be provided by the detail coordinator.

All safety hazards brought to your attention should be corrected or eliminated immediately. We will make every effort to assist you in maintaining a safe environment for inmates to work. If alleged safety hazards are brought to the attention of Camp staff, we will bring the allegation to the attention of the appropriate coordinator for evaluation and action if necessary. Uncorrected safety hazards could result in a determination inmates cannot work in that setting until the hazard is corrected or removed.

A "SAFETY TALK" is required on a monthly basis for all inmates assigned to details. Written documentation as to the completion of these talks and a list of inmates present, is required and must be forwarded to the Camp Safety Officer no later than the 10th of each month.

**In addition to this booklet, all detail coordinators should become familiar with the Federal Prison Camp's "Safety Standards and Responsibilities of Inmate Coordinators" booklet. If you do not have a copy, call the Federal Prison Camp Safety Manager and request one.**

## EQUIPMENT OPERATION AND TRANSPORTING INMATES

Inmates are not permitted to operate any equipment unless they have been properly trained by their coordinators to safely operate the equipment and such operation is in their job profile. Before an inmate can operate any motor vehicle, the detail coordinator must submit a request for a Bureau of Prisons driving permit and be approved through the Bureau of Prisons' Associate Warden. In some cases, the inmate must also have a valid State drivers license. Coordinators are asked not to submit a driving request unless it is absolutely essential the inmate drive to perform his duties. The number of driving permits allowed on a detail will be listed on the Inmate Work Detail Profile Sheet. Coordinators will be required to submit a written memorandum to justify the need of additional driving permits over the amount specified on the profile sheet.

Any vehicle used for the transportation of inmates must be equipped with seats that are rigidly affixed or will have substantial iron pipe side railings. Seat belts are to be utilized in accordance with Naval Regulations. Such vehicles must also have a permanent tailgate or no less than three chains in a portable tailgate to prevent occupants from falling from the , bed of the vehicle. Passengers will not be allowed to ride with legs hanging over fenders, bumpers or on loads that are likely to tip or shift. WORKERS WILL NOT BE TRANSPORTED IN DUMP TRUCKS OR ON A TRAILER. Coordinators will not permit inmates to get on or off vehicles while they are in motion and will not allow a vehicle to be started until all persons are seated or in position by support railings.

## ACCIDENTS

If an inmate is involved in an accident resulting in property damage, in addition to notifying the Camp, contact the Base Security Police. The Security Police will respond, investigate, and take statements from the inmate and any other persons involved. Accident reports must be completed by the Camp Safety Officer and you. For information concerning accidents involving injury, refer to MEDICAL EMERGENCIES.

## AUTHORIZED INMATE DRESS/POSSESSIONS/ACTIVITIES

Each inmate assigned to base details is required to wear safety shoes. Inmates are authorized to wear institutional green clothing only. All clothing should be neat and clean in appearance. Under no circumstances are inmates to carry out, have in their possession, or be given any form of civilian attire. A shirt or T-shirt (no v-neck T-Shirts are allowed) is to be worn at all times, tucked in at the

waist, and worn in appropriate fashion.

Inmates are authorized to carry one dollar (\$1.00) in coins to the detail to purchase soft drinks, candy, etc., during the course of the day. **Under no circumstances should inmates ever possess paper currency.** Inmates may have access to vending machines, but should not be allowed to congregate in break rooms or employee lounges. Inmates assigned to off-base details are allowed to carry a total of three commissary items out to their work site. Inmates are not to "stockpile" money or commissary items on the detail site. The following is a list of approved items:

Authorized Items:

Comb  
FPC Cap  
BOP approved religious headgear  
Handkerchief  
Matches  
ID Card (Mandatory)  
Cigarettes (one pack only)  
Eyeglasses/Sunglasses  
One (1) dollar in coins  
One plain wedding band  
One religious medallion on a chain

Authorized Commissary Items:

Coke/Diet Coke	Granola Bar
Pineapple Juice	Pop Tart
Cranberry Juice	Sliced Peaches
Orange Juice	Beef Summer Sausage
Grapefruit Juice	Tuna
Chunkie Chicken	Vienna Sausages
Fish Stakes	Honey Bun
Spam	Apple
Raisins	
Oranges	
Bananas	

If you notice inmates with unauthorized items in their possession or with authorized items but in quantities beyond what should be considered normal use, contact the Base Detail Coordinator immediately.

Under no circumstances should inmates have access to any computer devices or software.

Inmates may not handle mail or be assigned to areas where mail is processed or distributed. Inmates should not be assigned tasks involving the storage, maintenance, or retrieval of sensitive information i.e., personnel files, medical records, etc. Inmates may not use public or office telephones and should not be assigned tasks involving the answering of telephones. Inmates are not permitted to enter any building utilized as quarters for Navy personnel without constant observation.

Inmates are prohibited from performing any type of personal service i.e., washing personal vehicles, construction of hobby craft items, etc. They are also prohibited from having social contact with any unauthorized civilian or military persons. Any unauthorized contact not in line with an inmate's assigned duties should be reported immediately.

Inmates who fail to perform at the expected level should be reported to the Base Detail Coordinator.

Inmates are not allowed to accept or give gratuities of any kind. Gratuities may also be considered a personal service (i.e. providing unauthorized meals or foodstuffs at work, unauthorized mail service, unauthorized phone use, or unauthorized contact with the public).

## **BASE DETAIL COORDINATOR**

The Base Detail Coordinator is the Federal Prison Camp's contact person for issues involving all base details. It is the responsibility of the Base Detail Coordinator to check daily on the accountability, safety, and welfare of all base detail inmates. However, the Operations Lieutenant,

Duty Officer and Captain will make periodic checks of these details. During these inspections they will be able to answer any questions you have concerning the observation of inmates.

The Base Detail Coordinator will make periodic checks on all details. It is this coordinator's responsibility to inform a detail coordinator or his/her superior of any discrepancies found during a detail check.

The Base Detail Coordinator must be notified, in writing, regarding changes in any of the following detail information: assigned detail coordinator, contact telephone number, detail's assigned building, or mail identification code (office/organization symbols). It is suggested a copy of this handbook be retained in your possession any time an inmate is assigned to your observation. Adherence to regulations and the maintenance of good communication between detail coordinators and the camp staff will assist you in managing your details and assist us in fulfilling the needs of the Navy community.

If you have any questions or concerns, please contact the following as applicable.

or

BASE DETAIL COORDINATOR	457-1911, EXT. 234, PAGER:469-6883
CONTROL CENTER	457-1911
SAFETY MANAGER	457-1911 EXT. 230
MEDICAL SERVICES	457-1911 EXT. 242

THE FOLLOWING IS A PARTIAL LIST OF ACTIONS INMATES ARE PROHIBITED FROM WHILE ON A WORK DETAIL.



If inmates are observed violating one of these acts, the Base Detail Coordinator should be notified immediately and you should prepare a brief memorandum detailing the inmates action(s).

CODE	PROHIBITED ACTS
100	Killing
101	Assault w/ serious injury
102	Escape from a secure institution w/violence
103	Setting a fire
104	Possession of a dangerous weapon
105	Rioting
106	Encouraging others to riot
107	Taking a hostage
108	Possession of a hazardous tool
109	Possessing drugs or drug items
110	Refusing to take a drug test
198	Interfering w/staff (greatest severity)
199	Conduct which disrupts (greatest severity)
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum security level) and from outside secure institutions -- <u>without</u> violence
201	Fighting with another person
203	Threatening another with bodily harm or any other offense
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
205	Engaging in sexual acts
206	Making sexual proposals or threats to another
207	Wearing a disguise or mask
208	Interfering with security devices
209	Adulteration of any food or drink
211	Possession of staff clothing
212	Engaging in a group demonstration
213	Encouraging others to refuse to work, or to participate in a work stoppage
215	Introducing alcohol into a BOP facility
216	Giving or offering an official or staff member a bribe, or anything of value
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life safety devices (e.g., fire alarm) regardless of financial value
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill
221	Being in an unauthorized area with a person of the opposite sex without staff permission
222	Making, possessing, or using intoxicants
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol
224	Assaulting any person (charged with this act only when a less serious physical injury or

	contact has been attempted or carried out by an inmate)
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized (AN INMATE IS ALLOWED ONLY ONE (1) DOLLAR IN COINS.)
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
306	Refusing to work, or to accept a program assignment
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charges as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)
310	Unexcused absence from work or any assignment
311	Failing to perform work as instructed by the coordinator
312	Insolence towards a staff member
313	Lying or providing a false statement to a staff member
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (may be categorized- in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
316	Being in an unauthorized area
317	Failure to follow safety or sanitation regulations
318	Using any equipment or machinery which is not specifically authorized
319	Using any equipment or machinery contrary to instructions or posted safety standards
327	Unauthorized contacts with the public
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less
402	Malingering, Feigning illness
403	Smoking in an unauthorized area
404	Using abusive/ obscene language
405	Tattooing or self-mutilation
406	Using phone or mail w/o authorization
409	Unauthorized physical contact